



LONDON BOROUGH OF  
RICHMOND UPON THAMES



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Speech and Language Therapist – Wandsworth Pupil Referral Unit	<b>Grade:</b> SSA Scale PO2
<b>Section:</b> Youth Offending Team	<b>Directorate:</b> Children's Department
<b>Responsible to following manager:</b> YOT Speech & Language Therapist	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> TBC	<b>Last review date:</b> N/A

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

The main purpose of the job is to be responsible for the management of a general caseload of children/young people with speech, language and communication disorders who attend Wandsworth Pupil Referral Units. The role requires an ability to assess, diagnose and treat/manage interventions ensuring that programmes are integral to children's education and development.



### **Specific Duties and Responsibilities**

- To have sound knowledge and use of a wide range of speech and language therapy methods and interventions for children and young people with autism, learning disabilities, and other special educational needs.
- Provide speech and language therapy to pupils attending Victoria Drive, Westdean and Francis Barber sites
- Support pupils, teachers and caregivers to prevent or problem solve around pupils' learning, behaviour, communication and social emotional development.
- Plan, prepare, deliver and evaluate support and therapy programmes for pupils.
- Provide speech and language therapy targets for integration into the curriculum as part of each pupil's IEP in consultation with parents and teaching staff.
- Assess, record and report on the development, progress and attainment of pupils' targets.
- Provide or contribute to oral and written assessments or reports.
- Provide progress reports for Annual Reviews.
- Contribute to effective team development, and evaluating and improving service delivery.
- Contributing to the life of the school
- Help to maintain wellbeing and positivity among the pupils and safeguard their health and safety both on the school premises and when engaged in other authorised school activities.
- Participate in regular staff and therapy team meetings.
- Maintain high quality records of communication and intervention according to professional standards.



- To demonstrate knowledge in clinical areas underpinned by evidence based practice and outcome measures.
- Organise own workload, balancing caseload, referrals, team contribution, and time allocation.
- To manage and prioritise own caseload, demonstrating skills in dealing with issues that arise (with support) and generate appropriate evidence-based interventions and/or strategies for caseload management
- To demonstrate some skills and understanding regarding children/young people with social emotional behavioural such as ASD, DLD, social communication disorder, phonological processing
- To demonstrate skills in managing challenging behaviours
- To work as member of a multidisciplinary team and contribute to meetings as required.
- To work within defined departmental and national protocols/policies and professional code of conduct.
- Maintain registration with the Health Professions Council as a practising Speech and Language Therapist.
- Maintain up to date continuing professional development (CPD) and participate in clinical and management supervision.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.



- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

#### **Additional Information**

This job description is not intended to be all-inclusive. An employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

#### **Team structure**

For the current structure please go to The Loop.

Official

**Wandsworth  
YOT  
Structure  
Chart  
10/09/2020**



## Person Specification

<b>Job Title:</b> Speech and Language Therapist	<b>Grade:</b> Band 5/6 (Depending on experience)
<b>Section:</b> Youth Offending Team/Pupil Referral Unit	<b>Directorate:</b> Children's Department
<b>Responsible to:</b> YOT Speech and Language Therapist	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> TBC	<b>Last Review Date:</b> N/A

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
1. To have knowledge of national, regional, and local health and social care drivers.	A/I
2. To operate as practitioner with a developing knowledge of learning disability and/or autism and associated mental health difficulties	A/I
3. Knowledge of the clinical evidence base, assessment and intervention approaches relevant to speech, language and communication difficulties	A/I
<b>Experience</b>	
4. Some experience of practice placement or working as a Speech and	A/I

Language Therapist within an educational setting	
5. Experience of working within mixed professional teams	A/I
6. Some experience of managing, organising and prioritising workload and caseload need.	A/I
7. Experience of receiving and making productive use of clinical supervision.	I/A
<b>Skills</b>	
8. Ability to effectively relate to young people presenting challenging behaviour, and their parents.	A/I
9. Ability to communicate information to a broad range of individuals/groups/family members/teams in a sensitive, appropriate manner.	A/I
10. Good organisational skills and ability to make decisions to manage competing tasks.	A/I
11. Ability to self-evaluate and reflect in and on practice	A/I
12. Ability to identify and contribute to improvements in the quality of service delivered.	I
<b>Qualifications</b>	
13. Current Health Care Professionals Council (HCPC) Registration	A/C
14. Professional Qualification in Speech and Language Therapy – BSC or equivalent	A/C
15. Evidence of continuing professional development	A

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**